

**HEART OF GEORGIA TECHNICAL COLLEGE
MEDICAL ASSISTING PROGRAM
MAS 112
HUMAN DISEASES
FALL QUARTER
September 30, 2009- December 15, 2009**

INSTRUCTOR INFORMATION

INSTRUCTOR:	Ms. LaKisha R. Robinson, BS, CMA (AAMA)
Telephone:	478.274.7885 Toll Free: 1.800.200.4484
Pager:	478.277.8441
Email:	lrobinson@heartofgatech.edu
School Address:	560 Pinehill Road, Dublin, GA 31021
Office Location & Hours:	Louie Livingston Bldg. 224J M, T, W 3:30pm- 4:30pm

CLASS LOCATION, DAYS, AND TIMES

Louie Livingston Hall, Room 202
Monday, Tuesday, Wednesday 8:30 – 10:10 am

PREREQUISITE

Program admission, MAT 101, AHS 101, AHS 109, AHS 104, PSY 101, ENG 101, SCT 100

CORERQUISITE

BUS 101, MAS 106

CREDIT HOURS

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REQUIRED TEXT

Fraizier, Margaret & Drzymkowski, Jeanette. *Essentials of Human Diseases and Conditions*. 4th Edition. 2009 Saunders. ISBN 978-1-4160-4714-8.

Fraizier, Margaret & Drzymkowski, Jeanette. *Workbook to Accompany Essentials of Human Diseases and Conditions*. 4th Edition. 2009 Saunders. ISBN 978-1-4160-4714-8.

RECOMMENDED TEXT

Taber's Medical Dictionary

COURSE DESCRIPTION

This course provides clear, succinct, and basic information about common medical conditions. Taking each body system, the disease condition is highlighted following a logical formation consisting of: description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

METHODS OF INSTRUCTION

This class will be taught using a variety of methods of instruction, including lecture, group discussions, audio/visual aids, research of the familial diseases of the student, and other activities deemed appropriate and helpful by the instructor.

MAJOR COURSE COMPETENCIES

Introduction to Disease

- ✓ Identify important contributions in medicine
- ✓ List and explain at least seven causes of disease
- ✓ List treatment modalities

Diseases of the Body System

- ✓ Discuss etiology of cancer
- ✓ Compare benign and malignant tumors
- ✓ Identify the grading and staging of neoplasms and their use
- ✓ Discuss three major forms of cancer treatment and their advantages/disadvantages
- ✓ Identify and discuss common diseases of the blood, heart, and vessels and their treatment including nutritional and pharmacological implications of the treatment
- ✓ Identify and discuss common diseases of the musculoskeletal system and their treatment including nutritional and pharmacological aspects
- ✓ Identify and discuss common diseases of the integumentary system and their treatment, to include nutritional and pharmacological aspects
- ✓ Identify and discuss the common diseases of the digestive system and their treatment to include nutritional and pharmacological aspects
- ✓ Identify and discuss the common diseases of the respiratory system and their treatment, to include nutritional and pharmacological aspects
- ✓ Identify and discuss the common diseases of the urinary system and their treatment, to include nutritional and pharmacological aspects
- ✓ Identify and discuss disorders of importance in fluids, electrolytes, and acid- base
- ✓ Identify and discuss the common diseases of the male and female reproductive system and their treatment, to include the nutritional and pharmacological aspects
- ✓ Identify and discuss the diseases of the endocrine system and their treatment, to include nutritional and pharmacological aspects
- ✓ List the common disorders of the nervous system and their treatment, to include nutritional and pharmacological implications
- ✓ List the common disorders of the sensory system to include their treatment, pharmacological, and nutritional implications
- ✓ Discuss the care, prevention, and treatment of AIDS
- ✓ Discuss the vaccines and serums in the prevention of disease
- ✓ Discuss the management of the allergy patient.

COURSE REQUIREMENTS:

To complete MAS 112, the student must:

1. Achieve a final grade of "C" or better
2. Complete and turn in all assignments
3. Complete all unit exams
4. Complete the Comprehensive Final Exam
5. Complete an investigative research project via electronic or other library resources. *

***Research Paper:** Choose one of the following topics:

- Benign vs. malignant tumors
- CVA vs. TIA
- Diabetes mellitus vs. Diabetes insipidus
- Peritoneal dialysis vs. Hemodialysis

Submit a 350-500 word paper about the topic that you choose. Included in this paper should be synopsis of each topic being discussed, how to distinguish between the two that are being compared and contrasted; this can include the signs, symptoms, appearance, population affected, treatment, dietary contributions...in other words this can include a number of things to be discussed.

The paper must have a cover page with student's name and title of paper in the center of the page, the paper must be typed (11 to 12 font size using "Times New Roman" or Arial style), double-spaced; with at least 3 resources (your class text excluded); a copy of resources must accompany research project when handed in or a reference page. Grading process: Please see attached rubric. **Research papers are due no later than November 18th, no papers will be accepted after this date, no excuses.**

REQUIREMENTS FOR PROGRESSION:

- Adherence to school/department policies
- Grade of "C" or better
- Completion of **ALL** assignments

Grading Scale:

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- 0-59 = F

Student Evaluation:

- Tests – 50%
- Assignments –15%
(Quizzes, participation, activities)
- Research – 5%
- Final Exam – 30%

A work ethics grade will be given in this course. Please see attached sheet for grading procedure for work ethics.

When grades reflect 0.1-0.9, these tenths of points will not be calculated when averaging grades. Example: 69.1 will be 69; 69.9 will be 69.

Attendance

I expect you to be at every class. I often give information in class that is not found in the textbook, so you may miss important material if you miss class. There will be penalties for absences; your absences will affect your work ethics grade.

1. Five (5) days missed, you will be dropped from the class in adherence to HGTC and Medical Assisting policies.
2. In no case may cumulative absences exceed the 10% limit established by HGTC and Medical Assisting policy. If you miss greater than 10% of the total

classes during the quarter, you will be dropped from the class in adherence to HGTC and DTAE policies.

Roll may be called at the beginning of class and class will start on time. If you are less than 36 minutes (33%) late, you will be counted as tardy. Three (3) tardies make one (1) absence. If you are more than 36 minutes (33%) late, you will be counted absent for that day.

If you *know* you are not going to be in class or if you are going to be late, please let me know ahead of time. If you have a physician's excuse or proof of a reasonable absence you must submit that to me *during the first class period following your absence*. No excuse will be accepted after the 3rd class day.

Should you wish to withdraw from the class, please see me for the withdrawal process. Please talk to me before you withdraw—I may be able to help you with your decision. Talk with Director of Financial Aid prior to withdrawing to see how it will affect your future financial assistance.

It is your responsibility to get missed lecture notes and important announcements from classmates. I do not repeat lectures or announcements. Be sure to find out if handouts were given so that you can get them from me.

Conduct

I expect you to come to class with a positive attitude and an open mind. Please conduct yourself in a manner that is conducive to learning, being respectful of your fellow classmates. Turn off all pagers and cell phones, unless permission has been received by the instructor. **No electronic devices such as a radio, walkman, etc.** No talking out of turn, loud popping of gum, personal grooming, or other disruptive and distracting behavior. Please adhere to the Medical Assisting and your HGTC Handbook for policies pertaining to conduct and dress code. These policies will be strictly enforced.

Mid-Term Withdrawals

- W – Withdrawal prior to midterm/midcourse.
- WP – Withdrawal between midterm/midcourse and end of 8th academic week of quarter (80%) with 60 or above average.
- WF – Withdrawal between midterm/midcourse and end of 8th academic week of quarter (80%) with 59 or below average.
- U – None
- F – Students who either: (1) do not master all of the course requirements with 60 or above average by the end of the quarter or (2) withdraw or abandon class after 8th academic week (80%) of quarter.
- I – Students who are unable to complete course requirements due to extenuating circumstances (i.e.: illness, etc) as deemed appropriate by Dean of Instructional Services.

Appearance/Attire

It is the policy of the Allied Health Department to mandate that students going into the Allied Health Field wear scrubs for their designated programs. Medical Assisting scrubs are turquoise colored and must be worn to class and health fairs Monday through Friday. If for any reason a student cannot wear their scrubs because of work related issues prior approval by the instructor must be obtained. Otherwise, the student will be in violation of

the policy and will be written up according to HGTC policy. Proper foot attire must be worn with scrubs; this does not include flip-flops and bedroom shoes. We here at the Heart of Georgia Technical College are training you for the workforce and the medical field; what you would wear at work in the physician's office is what you would need to wear here in class.

Special Services

Students with special needs, whether the needs are learning, physical, or other, are strongly encouraged to talk with the course instructor. The instructor can refer the student to Lydia Barfoot, the Special Needs Facilitator. For an appointment with her, call 274-7652.

To ensure that students have every opportunity to success in their studies, other services such as tutoring and study skills are available. Students interested in these services should talk to the instructor or Ms. Sylvia Rozier, RN, MSN, Allied Health Department Chair.

Exams

There will be chapter exams during the quarter and a comprehensive final examination at the end of the quarter. I understand we have many responsibilities and sometimes emergencies occur that are out of our control. If you are absent the day of an exam, you must present an excuse in order to take the make-up exam. **No excuses will be accepted after the 3rd class day.** The make-up exam will be over the same material, but will be of a different format than the original test, essay of 1000 words or more. If you are unable to provide an excuse you will receive a "0" for the missed exam. You must make arrangements with the student TRACS center to make up the missed exam.

Academic Irregularities

A student commits an academic irregularity when any of the following are involved:

1. copying another student's work or plagiarizing any report, project, program or assignment
2. copying answers from another student or use of unauthorized notes during an exam
3. any assistance or system used to help another student during an exam
4. theft or unauthorized possession of exams, including old exams

Such academic irregularities could result in one or more of the following:

1. a grade of "0" will be given for the test, lab project, report, etc.
2. a grade of "F" will be given for the course
3. dismissal from class

Work Ethics

Business and industry leaders have identified essential work ethics that should be taught and practiced in order to develop a viable and effective workforce. The ten ethics traits are:

1. **Attendance**: attends class, arrives on time; notifies instructor in advance of planned absences; makes up assignments punctually
2. **Character**: displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility
3. **Teamwork**: respects rights of others; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; displays mannerly behavior
4. **Appearance**: displays appropriate dress, grooming, hygiene, and etiquette
5. **Attitude**: demonstrates a positive attitude; appears self-confident; has realistic expectations of self
6. **Productivity**: follows safety practices; conserves materials; keeps work area neat and clean; follows directions/procedures
7. **Organizational skills**: manifests skill in personal management, time management, prioritizing, flexibility, stress management, and dealing with change
8. **Communication**: displays appropriate nonverbal and verbal skills
9. **Cooperation**: displays leadership skills; appropriately handles criticism and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command
10. **Respect**: deals appropriately with cultural/racial diversity; does not engage in harassment of any kind

Each week we will focus on one of the ten ethics traits. Evaluation of student work ethics uses a rating scale based upon a definition of the expected behavior of a good employee. Points are assigned to evaluate each of the ten work ethics traits as follows:

Exceed expectations:	3 points
Meets expectations	2 points
Needs improvement	1 point
Unacceptable	0 points

Every student's work ethics evaluation is assumed to be "Meet expectations" at the beginning of each quarter. So on the first day of class, each student receives 2 points for each of the ten traits for a total of 20 points. As the student interacts daily with his or her instructor in the classroom or lab, the instructor may observe behaviors, which vary from those of a good employee. The instructor documents the positive or negative behavior using a Work Ethics Evaluation Form. A mid-term and final work ethics grades are included along with the academic grade on your permanent transcript.

Remember, you are being observed at all times. In general, you are expected to be punctual for class, display correct professional attitude and conduct, do the work expected of you in a timely manner, and maintain a neat appearance.

Non-Discrimination Statement

Heart of Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other Department and Technical College-administered programs. It also encompasses the employment of personnel and contracting for goods and services. Heart of Georgia Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

HGTC maintains and publishes a grievance procedure for addressing discrimination concerns. (See Complaint Resolution Policy) These procedures shall, at a minimum, meet the federal requirements for compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act and Title I of the Workforce Investment Act of 1998.

This policy of non-discrimination is consistent with Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans With Disabilities Act, Section 504 of the Rehabilitations Acts of 1973, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Immigration Reform and Control Act of 1986, the Workforce Investment Act of 1998, and O.C.G.A. § 45-19-21 and other related state statutes.

The following individuals are the designated employees responsible for coordinating the college's efforts to implement this non-discriminatory policy and are located at 560 Pinehill Road, Dublin, GA 31021.

Title II (II-8.500) ADA:

Designee for Students:

Special Needs Facilitator for Section 504 of the Rehabilitation Act of 1973, (478) 274-7652

Designee for Personnel & Facilities:

Human Resources Specialist, 478-274-7934 for Section 504 of the Rehabilitation Act of 1973

Title IX of the Education Amendments of 1972, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Designee:

Director of Career Services, (478) 274-7643

Civil Rights – Title VII of the Civil Rights Act of 1964

Designee for Students:

Special Needs Facilitator, (478) 274-7652

Designee for Personnel & Facilities: Human Resources Specialist, 478-274-7934

